



CITY OF HOUSTON

Job Posting

SL/CMD

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

GRADUATE ENGINEER

PN# 111941

Department of Public Works & Engineering

Planning and Development Services

Office of the City Engineer

3300 Main*

M-F, 8 AM - 5 PM*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Coordinates and manages engineering activities, particularly plan review functions in all disciplines such as driveways, traffic, sidewalks, storm water and flood plain. Reviews plats before the engineer drawing stage. Reviews plans and specifications developed for City of Houston construction projects and/or private engineering projects in the City of Houston limits for adherence to appropriate City of Houston criteria and standard engineering practices. Requires ability to communicate effectively, both orally and in writing. Acts as a liaison to other departments, government agencies, and the private sector.

10 **WORKING CONDITIONS**

Will require standing, walking, and include the ability to negotiate field hazards.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires graduation from an approved curriculum in engineering that is approved by the State Board of Registration for Professional Engineers as of satisfactory standing.

OR

Requires graduation from an engineering or related science curriculum at a recognized institution of higher education, other than a curriculum approved by the Board and passage of the eight-hour fundamentals of engineering examination prescribed by the Board.

OR

Possession of a valid Engineering-in-Training Certificate issued by the Board under the current requirements of the Texas Engineering Practice Act.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

No experience is required.

13 **MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES**

Must possess the ability to work with Microsoft Office applications including Excel, Access, Word and Outlook.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 22

\$1,277 - \$2,110 Biweekly \$33,202 - \$54,860 Annually

18 **OPENING DATE**

July 12, 2006

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer